

## **RULES OF PROCEDURE**

### **SALISBURY TOURISM & CULTURAL DEVELOPMENT COMMISSION**

#### **1. General Rules**

The Salisbury, North Carolina, Tourism and Cultural Development Commission shall be governed by the terms of Chapter 160-A, Article 9, Section 215 of the General Statutes of North Carolina, Session Law 2009 428 as amended, and the Salisbury City Code, Chapter 2, Article 1, Section 2-1, Appendix D, Ordinance Number 2009-52 of the City of Salisbury, North Carolina, and any amendments thereto. All Commission members shall thoroughly familiarize themselves with these laws.

#### **2. Officers and Duties**

- a. Chairman. A Chairman shall be appointed annually by the Salisbury City Council for a term of one year. The Chairman shall be eligible for re-appointment. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at that time. The Chairman shall make all committee appointments. The Chairman shall have such other powers and duties as are normally associated with the office, shall preside at all meetings, and shall exercise full voting rights.
- b. Vice-Chairman. A Vice-Chairman shall be appointed by the City Council in the same manner and for the same term as Chairman. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman. At such times, the Vice-Chairman shall have and exercise the same powers and duties as the Chairman.
- c. Secretary. A member of the City of Salisbury Planning staff shall serve as Secretary and shall be appointed by the Commission at the same time and for the same term as the Chairman. The Secretary shall be eligible for re-appointment. The Secretary shall keep all records, shall conduct all correspondence of the Commission, and shall generally supervise the clerical work of the Commission. The Secretary shall keep the minutes of every meeting of the Commission, which minutes shall be a public record. The minutes shall record all important facts pertaining to each meeting, including attendance or absence of all members, every resolution acted upon by the Commission, and all votes of Commission members upon any recommendation, resolution or other action of the Commission. If the Secretary is not a member of the Commission, he or she shall not be eligible to vote on any of the matters before the Commission.

3. Meetings

- a. Regular Meetings. Regular meetings of the Commission shall be held on the fourth Wednesday of each month at 12 noon at the City Hall in Salisbury, North Carolina; provided that if the Chairman so directs, meetings may be held at other places in the city.
- b. Special Meetings. Special meetings of the Commission may be called at any time by the Chairman; provided at least forty-eight (48) hours notice of time, place and subject of the special meeting shall be given. This notice may either be telephonic or written, and shall be given by either the Secretary or the Chairman of the Commission.
- c. Cancellation of Meetings. Whenever there is no business to come before the Commission, the Chairman may dispense with the regular meeting by giving telephonic or written notice to members not less than twenty-four (24) hours prior to the time set for the meeting.
- d. Quorum. A quorum shall consist of six (6) members of the Commission.
- e. Conduct of the Meetings. Meetings of the Commission shall be open to the public with exceptions for closed sessions as allowed by the North Carolina Open Meetings law. The order of business at regular meetings shall be as follows:
  - Call to Order
  - Welcome and Opening Remarks
  - Approval of Minutes of Previous Meeting
  - Financial Report
  - Special Presentations
  - Old Business
  - New Business
  - Public Comment
  - Adjournment
- f. Voting. The voting of the majority of those present shall be sufficient to decide any matter before the Commission, provided a quorum is present. No Commission member shall participate in the discussion or decision of any matter in which he or she has a personal and /or financial interest.
- g. Absenteeism Policy. After missing two (2) consecutive meetings (excused or unexcused) the member will be asked to consult with the Commission Chairman to determine if the member will remain on the Commission.



4. Committees

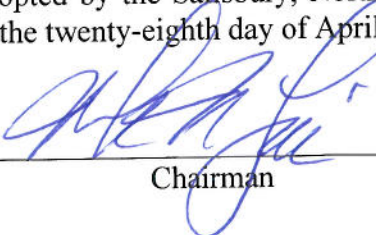
The Commission Chairman shall appoint committees to investigate particular matters or undertake other assignments within the responsibility of the Commission. The Commission Chairman shall be responsible for the preparation of the charge to standing and special committees, shall make all appointments to these committees, and shall be an ex officio member with full voting privileges.


- a. Standing Committees. Standing committees shall include (1) Organizational Committee, (2) Marketing Committee and (3) Destination Development Committee. Each standing committee shall consist of a minimum of five members with its chairman appointed by the Chairman of the Commission. The Organizational Committee shall consist of the Chairman, Vice Chairman, Chairmen of the Standing Committees, and the Treasurer, and Secretary. The Treasurer and Secretary shall be non-voting members. The Secretary shall post public notification of Standing Committee meetings, keep all records, conduct all correspondence of Standing Committees and generally supervise the clerical work of Standing Committees. The Chairmen of the Standing Committees shall be members of the Commission.
- b. Special Committees may be appointed, as needed, to address special projects, programs or proposals that may come before the Commission. The Secretary shall post public notification of Special Committee meetings, keep all records, shall conduct all correspondence of Special Committees, and shall generally supervise the clerical work of Special Committees.
- c. Outside Membership. Committees are allowed to include members of the larger community based on interest, expertise or willingness to serve. Such members shall be expected to abide by all policies, rules of procedure and the general decorum required as a participant in a public process, including compliance with the Code of Ethics established by the Salisbury City Council.

5. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than 6 members of the Commission, provided that such amendments shall have first been presented to the membership at least two weeks before the meeting at which the vote on the amendment is proposed to be taken.

Adopted by the Salisbury, North Carolina, Tourism and Cultural Development Commission on the twenty-eighth day of April, 2010.

  
Chairman

  
Secretary